



**Kentucky Interpreting Requirement Policy for
Interpreters for the Deaf and Hard of Hearing
(Visual Language Interpreters)
Effective October 1, 2004**

The Director of the Administrative Office of the Courts has established a statewide Kentucky Interpreting policy for Visual Language Interpreters' services to the Court of Justice. Refusal to accept or adhere to the policy shall be grounds for disciplinary action for Staff Interpreters, and the Freelance Interpreter's removal from the AOC Directory whereby Freelance Interpreter will no longer be permitted to interpret for the Court of Justice.

All Interpreters for the Deaf and Hard of Hearing (Visual Language) Staff Interpreters and Freelance Interpreters shall be fully licensed pursuant to KRS 309.301. Interpreters shall also be required to meet the criminal background check requirements, orientation workshop, and continuing education and court observation requirements as noted in the Amendments to the Rules of Administrative Procedure, Part IX, Procedures for Appointment of Interpreters (AP Part IX). Freelance Interpreters will be required to have an annual criminal background check, and to update their personal information annually. The criminal background check materials will be provided by the AOC.

Criminal Background Check:

Both the Interpreter Certification REQUEST FORM for a criminal history report and the Criminal and Civil Information Sheet will be used by the AOC to determine whether or not an interpreter applicant is eligible to work as a court interpreter. The AOC will mail the applicant the results of his/her criminal history report. If the interpreter applicant fails the criminal records check, the candidate will not be allowed to interpret for the state court system, the AOC, nor to reapply to the AOC.

Orientation Workshop

The workshop will present materials concerning the following areas: (1) appropriate modes of interpreting to be used in the courts; (2) ethics and responsibilities of court interpreters; (3) interpreting skills, and, (4) basic descriptions of the KCOJ and AOC. The AOC will provide the candidate with materials for the workshop. An interpreter will only be required to take this workshop once. Upon completion of the workshop, the candidate will become classified as a certified court interpreter, and will be placed into the AOC Interpreter Directory.

Interpreter applicants who have passed the criminal background check have one (1) year to take the Orientation Workshop, or the next available time the workshop is offered.

Continuing Education

The AOC shall require both certified and qualified interpreters to complete twenty (20) hours of continuing education units (CEUs), or in other words twenty (20) clock hours of continuing education, for each three (3) year compliance period. Each clock hour of activity shall be counted as one CEU. CEUs must be approved by AOC. The CEUs can be earned by attending courses, workshops, lectures, or other activity that have topics which are relevant to court interpreting, and at which attendance is monitored and verifiable. The AOC will accept RID approved Professional Studies CEUs. An interpreter can also receive CEUs for instructing, training, or

presenting at a pre-approved activity. The AOC shall require verification of attendance or participation through the completion of the AOC Continuing Education Form.

Court Observation or Work Hours

The AOC shall require both certified and qualified interpreters to complete twenty (24) hours of court observation or court interpreting work hours for each three (3) year compliance period. The AOC would prefer that the observation hours be completed for those cases in which an interpreter is present, but if this is not possible then the AOC will approve those observation times for cases without an interpreter. The AOC shall require verification of court observation hours through the completion of the AOC Court Observation Form. Court Interpreting Hours shall be verified by the AOC using the AOC-INT Form.